

**LEFT COAST PRESS, INC. JOURNALS
MANUSCRIPT REQUIREMENTS**

May 2011



Below are the requirements for the manuscript that you are submitting to a Left Coast Press, Inc. journal. While they are detailed, they greatly simplify the process of production of your article through a busy production department. Providing your article in accordance with these requirements will minimize the number of errors creeping into the production process and allow your article to be published in the most expeditious way possible.

CHECKLIST

Before you submit your final manuscript, please be sure it includes the following:

- ___ article text in MSWord or RTF (with final title and subtitle, if any)
- ___ your preferred shortening of your article titles, if over three words, to use as a running head
- ___ authors' full names, listed in the correct order
- ___ abstract for your article (place at the beginning of your article, label it "Abstract" followed by a tab to the text)
- ___ notes for your article (at the end of your article, numbered sequentially)
- ___ references for your article (at the end of your article, in reference style of your journal)
- ___ author's biographical information (in the journal's preferred format)
- ___ a separate file with a list of the tables and figures
- ___ a separate file of captions for all tables and figures in Word, numbered 1, 2, etc. to match the figures
- ___ placement instructions for each table or figure within the manuscript (e.g., Table 1 goes here)
- ___ separate electronic file for each table (in separate Word docs)
- ___ separate electronic file of each high-resolution photo (grayscale, JPEG or TIFF at 5 inches wide, min. 300 dpi)
- ___ separate electronic file of each chart, map or graph (grayscale, EPS file at 5 inches wide, 300 dpi)
- ___ your completed and signed contributor agreement. It should include your complete name, mailing address, email, chapter title, length, and delivery date of your article, and your signature
- ___ signed permission forms for all copyrighted material you use, and a credit line included in the caption.
- ___ your contact information, affiliation, title, etc., especially your email address!

MANUSCRIPT SPECIFICATIONS

- Use Microsoft Word.
- Save your Word document as RTF (Rich Text Format) to submit to production.
- Pay careful attention to your article title. The title of the article is a hook to interest the reader; the subtitle gives more explanation. Titles should not exceed ten words. Subtitles can be longer. Use as many key words relevant to your subject as you can in the title. That is how your article will be found in electronic searches.
- Your abstract is also crucial for discoverability in electronic searches. Make sure it includes things like your subject matter, methodological strategy, theoretical model, study population, and key findings. If you have a set of important key words, make sure they all appear in the abstract.
- Use only one space following a period at the end of a sentence.
- Indicate placement of artwork in the manuscript in square brackets: [Table 1 near here] [Figure 1 near here]
- Use a TAB (not spaces, and not automatic formatting) at the beginning of each paragraph. Don't leave extra space between paragraphs. Each new paragraph should begin with a tabbed indent!
- Type words to be italicized in italics, don't underline. (In fact, never underline.)
- Indicate Extracts (that is, long quotes to be run in offset paragraphs) with [EXT], and run it into the first line of the extract. At the end of the extract, repeat [EXT], so that we know where the extract ends. You won't have to indent the extract if you can use this label.
- Denote the level of heads by putting <A>, , or <C> in front of the head: <A>This Is a First-Level Head (Type in Title Style, not all caps! Verbs are capped, prepositions and articles are not.)
Try not to stack A heads directly over B heads. Write a paragraph or a few lines under the A head to explain what you're going to talk about in B sections. Leave a line of space above C-level heads. Please do not use the subhead "Introduction" before the first text of the article. Your introductory paragraph will be separated from the abstract through formatting.

- Follow the style of references for your journal, indicated in your journal's page on our website under Submission Guidelines. Note especially if your style guide requires that the nouns in Book Titles are capitalized.
- No spaces before or after long dashes (em dashes) as in: Evolutionary genealogies are copiously branching bushes—and the history of horses is more lush and labyrinthine than most. Em dashes can be produced on a Mac by using the shift key + option key + hyphen key to get an em dash. On a Windows machine, use Alt + Ctrl + the dash on the number pad to get an em dash.
- No space before or after short dashes either (en dashes) as in page numbers, 101–104. Note that the en dash is NOT the same as the hyphen—the hyphen is a shorter dash-. On a Mac, use the option key + hyphen key to get an en dash. On a Windows machine, use Ctrl + the dash on the number pad to get an en dash.
- Don't use the automatic ellipsis in Word. Instead, type: (space) . (space) . (space) . (space) to get a three-dot ellipsis.
- Don't justify your manuscript. Type it ragged right.
- Don't use fixed space commands in the text.
- Don't double space between references, notes, or paragraphs.
- **Don't use Word's automatic formatting for anything**, especially not bulleted or numbered lists. The correct way to type these is: (tab)•(bullet)(tab) and then text of list item, or (tab)1.[numeral and period](tab)and then text of list item (leave out extra spaces!)
- Don't type a return at the end of each line in references to make them look prettier on the page. Let text run around the way it wants to and we'll take care of formatting in the pages. This is especially important in References and Notes.
- If you have concerns about the manuscript, or how something should be handled, write a note in [square brackets.]

NAMING YOUR FILES

Please name all parts of any given article with the author's name.

For instance, the folder it comes in should be:

Diamond et al.-Chickens or

Diamond_etal_Chickens

(note: use a hyphen or an underline to separate, since a slash may be an invalid character on your computer for naming)

The file name of article itself:

Diamond-Chickens of the World

The art to accompany the article:

Diamond Figure 1.tif

Diamond Figure 2.jpg

Diamond Figure 3.tif

Diamond Table 1.doc

Diamond Table 2.docx

PREPARING ILLUSTRATIONS

PHOTOS: Each photo must be submitted in a separate file. Photos preferably come as Photoshop TIFFs, grayscale, 300 dpi resolution at 5 inches wide. If all you can provide are some kind of JPEG, that's ok too, but the 300 dpi resolution and grayscale mode are critical. Please convert the image to grayscale; do not submit color images. Even though an image may look good on the screen, it may not have adequate resolution in the printing process. Don't include photos in Word. Just don't.

CHARTS/GRAPHS: Each chart/graph must be submitted in a separate file. We can not successfully convert charts and graphs supplied in Word or Excel. Please supply maps, charts and graphs in Illustrator EPS, grayscale, 300 dpi resolution at 5 inches wide. If you must send PDFs of artwork, they **MUST** be grayscale and include all the fonts embedded in the file. (Your Arial or Verdana may not be the same as our version of Arial or Verdana even if you use a Macintosh.) For labels within charts, we prefer that fonts be sans-serif, and 8 points at the final size of reproduction (30 picas or 5 inches wide).

As you can see, the critical points here are resolution, color, and fonts. Repeat this mantra:

Black and white (grayscale)

300 dpi

5 inches wide

TIFF

and embedded fonts

TABLES: Tables should be supplied as Word documents, not PDFs. Tabs should be used to align the columns. When considering your table setup, remember the limitations of the printed page. If your table takes the width of a typed 8.5 x 11 page, it will have to be a landscape page in the journal. If it is longer than a full page of 8.5 x 11 paper, it will take multiple pages in print. If you are unsure of the final look of your table, try reducing it to 5 inches width on a photocopy machine to see if the text is still readable. If you have specific concerns about table setup, please include your comments in [square brackets].

PROOFREADING

The Editor of your journal may elect to have contributors read their own article proofs. If so, you will receive a PDF with those proofs and a deadline by which to return them. If you miss your deadline, we will read the proofs for you and proceed without your feedback. Proofreading is not an opportunity to change, update, or revise your article, only to catch errors we may have made in the production process. Any substantive changes you make may be disallowed by the journal editor and typesetter.

When you receive your PDF proofs:

- ___ Read your article for sense and accuracy.
- ___ Check to make sure you and your co-author's names are spelled correctly.
- ___ Make sure your tables and art all appear and are placed in the correct spot.
- ___ Make sure your affiliations and email addresses are correct.
- ___ Answer any queries you find on the pages.
- ___ Respond by the deadline with any corrections to the EDITOR of the journal, not the production department.
Journal editors have the final determination over what corrections are made.

QUESTIONS?

If you have questions about formatting, proofs, or any other editorial topic, please contact:

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